

# Appendix B: Forms for Magnetic Media Information Returns

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## Transmittal Forms

DRS encourages the use of computer-generated substitutes for **Form CT-4804**. Include all information required on these transmitter forms including the declaration, the transmitter, and the employer information.

### Form CT-4804

Use Form CT-4804 to identify the transmitter of a magnetic media file and to identify the payer(s) included on the magnetic media files. The information on Form CT-4804 must agree with information on your cartridge or diskette. This form must accompany every magnetic media file sent to DRS. The transmitter of the file must sign the declaration.

### Form CT-1096

Use **Form CT-1096**, to report Connecticut income tax withheld from non-payroll amounts. Do not file Form CT-1096 if Connecticut tax is not withheld.

## Packaging Magnetic Cartridges and Diskettes for Mailing

Send the CD, cartridge, or diskette file, with an external label on each volume (multiple volumes allowed for CDs and diskettes **only**), Form CT-4804, and Form CT-4802, if applicable, in a single box with proper packing to prevent damage. It is not necessary to use an oversized box for a CD, cartridge, or diskette. Mailers for CDs, cartridges, and diskettes are available commercially. Use disposable cartridge or diskette containers. DRS is unable to return special containers.